<u>Go Green for Payroll!</u>

Instructions to stop your pay advice from being printed

You can stop your pay advice from being printed by following a few simple steps. Please follow the instructions for:
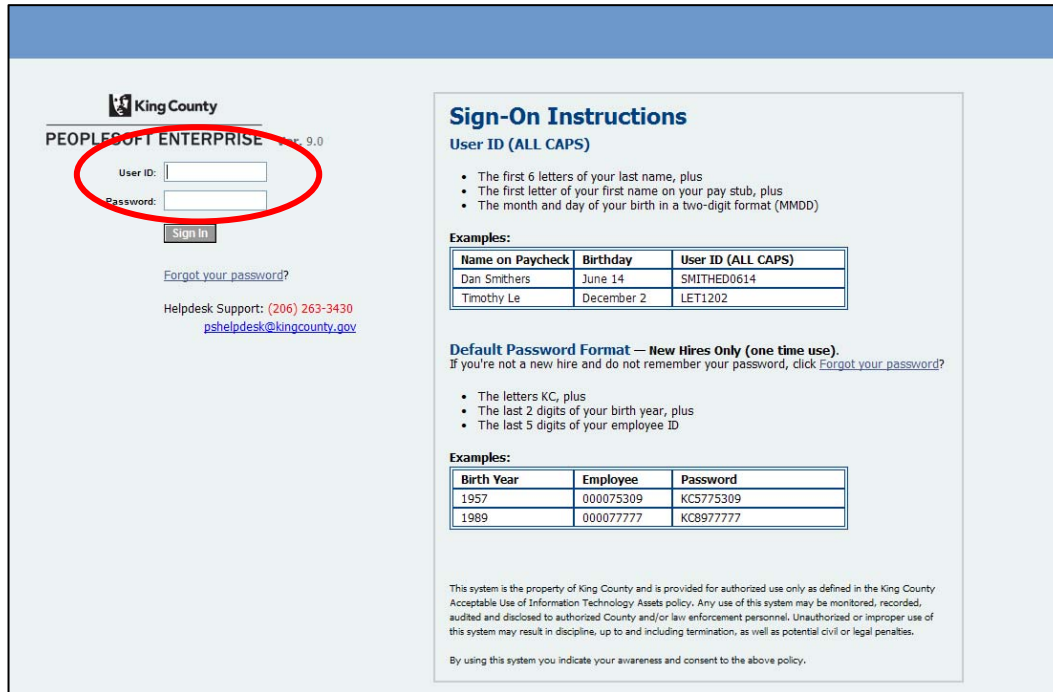
- **MSA** if you are paid on the 5th and 20th each month
- **PeopleSoft** if you are paid every other Thursday.

MSA (paid on the 5th and 20th each month)

1. From any computer with Internet access, go to the King County website at www.kingcounty.gov and click on the "Employees" link in the menu on the left side of the page. At the "Focus on Employees" page, find "Peoplesoft Login" near the bottom of the page and click on "Employee Self-Service at or away from the Worksite."

2. Log in to PeopleSoft using your User ID and Password.

3. On this page, click on "My Payroll," then on "View Paycheck." At the bottom of the page, you will see a link that says "MSA Pay Statement Print Options." Click on that link.

4. On this page, click on the radio button next to the option, "Do not print a paper copy of the direct deposit statement." Then click on the "Save" button.

Be sure to click on **Save**.

5. After clicking on "Save," you will see the pop-up box below. This pop-up box informs you that your request may not take effect by the next paycheck because of the timing of your request. Click on "OK" and then click on "Return to Paycheck." You have successfully completed the steps to a paperless pay advice. Be sure to sign out of PeopleSoft when you are done.

PeopleSoft (paid every other Thursday)

1. From any computer with Internet access, go to the King County website at www.kingcounty.gov and click on the "Employees" link in the menu on the left side of the page. At the "Focus on Employees" page, find "Peoplesoft Login" near the bottom of the page and click on "Employee Self-Service at or away from the Worksite."

2. Log in to PeopleSoft using your User ID and Password.

3. On this page, click on "My Payroll," then on "Direct Deposit."

4. At the bottom of this page, you will see a link that says, "Pay Statement Print Option." Click on this link.

5. On this page, click on the radio button next to the option, "Do not print a paper copy of the direct deposit statement." Then click on the "Save" button.

Be sure to click on **Save**.

6. After clicking "Save," you will see the following confirmation page. This page informs you that your request may not take effect by the next paycheck because of the timing of your request. Click on "OK" and then click on "Return to Paycheck." You have successfully completed the steps to a paperless pay advice. Be sure to sign out of PeopleSoft when you are done.